

Community College	Program Name	Occupation Description ²	Job Outlook ¹		
			Current Number of People Employed in Profession	Average Number of Job Openings per Year	Median Hourly Wage 2005 ³
Glen Oaks	ACCOUNTING	<u>Bookkeeping, Accounting, and Auditing Clerks</u> Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Illustrative Examples: Accounts Receivable Clerk; Ledger Clerk; Voucher Examiner	60,748	1,071	\$14.59
		<u>Payroll and Timekeeping Clerks</u> Compile and post employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions. May prepare paychecks. Illustrative Examples: Attendance Clerk; Payroll Bookkeeper; Timekeeper	6,710	178	\$15.45
	AUTOMOTIVE SERVICE	<u>Automotive Service Technicians and Mechanics</u> Diagnose, adjust, repair, or overhaul automotive vehicles.	26,483	754	\$18.20
	AUTOMOTIVE TECHNICIAN	<u>Automotive Service Technicians and Mechanics</u> Diagnose, adjust, repair, or overhaul automotive vehicles.	26,483	754	\$18.20
	CHILD CARE	<u>Child Care Workers</u> (Bus Monitor) Attend to children at schools, businesses, private households, and child care institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Exclude "Preschool Teachers" (25-2011) and "Teacher Assistants" (25-9041). Illustrative Examples: Baby Sitter; Governess; Nanny	36,511	1,501	\$9.09

COMPUTER INFORMATION SYSTEMS	<u>Numerical Tool and Process Control Programmers</u> Develop programs to control machining or processing of parts by automatic machine tools, equipment, or systems. Illustrative Examples: Tool Programmer; NC Programmer	1,134	18	\$21.04
DATABASE/PROGRAMMING	<u>Database Administrators</u> Coordinate changes to computer databases, test and implement the database applying knowledge of database management systems. May plan, coordinate, and implement security measures to safeguard computer databases. Illustrative Examples: Automatic Data Processing Planner; Database Design Analyst; Database Security Administrator	2,617	81	\$29.14
DRAFTING AND DESIGN	<u>Architectural and Civil Drafters</u> Prepare detailed drawings of architectural and structural features of buildings or drawings and topographical relief maps used in civil engineering projects, such as highways, bridges, and public works. Utilize knowledge of building materials, engineering practices, and mathematics to complete drawings. Illustrative Example: Structural Drafter	2,842	78	\$18.28
	<u>Drafters, All Other</u> All drafters not listed separately. Illustrative Examples: Geological Drafter; Hull Drafter.	799	18	\$16.69
EARLY CHILDHOOD EDUCATION	<u>Child Care Workers</u> (Bus Monitor) Attend to children at schools, businesses, private households, and child care institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Exclude "Preschool Teachers" (25-2011) and "Teacher Assistants" (25-9041). Illustrative Examples: Baby Sitter; Governess; Nanny	36,511	1,501	\$9.09

**ELECTRICAL/ELECTRONICS
TECHNOLOGY**

Electrical and Electronic Engineering Technicians

Apply electrical and electronic theory and related knowledge, usually under the direction of engineering staff, to design, build, repair, calibrate, and modify electrical components, circuitry, controls, and machinery for subsequent evaluation and use by engineering staff in making engineering design decisions. Exclude "Broadcast Technicians" (27-4012). Illustrative Examples: Calibration Laboratory Technician; Semiconductor Development Technician; Instrumentation Technician

4,229

99

\$24.08

**EMERGENCY MEDICAL
TECHNICIAN - BASIC**

Ambulance Drivers and Attendants, Except Emergency Medical Technicians

Drive ambulance or assist ambulance driver in transporting sick, injured, or convalescent persons. Assist in lifting patients. Illustrative Example: Patient Carrier

250

5

\$8.71

Emergency Medical Technicians and Paramedics

Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities. Illustrative Example: E.M.T.

5,909

114

\$12.97

**EMERGENCY MEDICAL
TECHNICIAN - PARAMEDIC**

Medical and Clinical Laboratory Technicians

Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist. Illustrative Examples: Blood Bank Technician; Cytotechnician; Serology Technician

4,334

161

\$13.18

**HEALTH INSURANCE
CODER/BILLER**

Medical Assistants

(Morgue Attendant, Physician's Aide) Perform administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. Exclude "Physician Assistants" (29-1071). Illustrative Example: Ophthalmic Aide

14,681

647

\$12.48

Medical Records and Health Information Technicians

(Medical Records Librarian) Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards. Illustrative Examples: Disability Rater; Medical Records Specialist; Medical Library Historian

5,363

139

\$13.47

MACHINE TOOL TECHNOLOGY

Cutting, Punching, and Press Machine Setters,
Operators, and Tenders, Metal and Plastic

Set up, operate, or tend machines to saw, cut, shear, slit, punch, crimp, notch, bend, or straighten metal or plastic material. Illustrative Examples: Perforator Operator; Crimping Machine Operator; Four Slide Machine Setter

20,335

450

\$13.57

Drilling and Boring Machine Tool Setters, Operators, and
Tenders, Metal and Plastic

Set up, operate, or tend drilling machines to drill, bore, ream, mill, or countersink metal or plastic work pieces. Illustrative Examples: Drill Press Operator; Jewel Cupping Machine Operator; Reaming Press Operator

4,280

108

\$14.49

<u>Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic</u> Set up, operate, or tend machines to extrude or draw thermoplastic or metal materials into tubes, rods, hoses, wire, bars, or structural shapes. Illustrative Examples: Draw Bench Operator; Tube Drawer; Wire Drawing Setter	6,482	219	\$12.68
<u>Forging Machine Setters, Operators, and Tenders, Metal and Plastic</u> Set up, operate, or tend forging machines to taper, shape, or form metal or plastic parts. Illustrative Examples: Cold Header Operator; Swager Operator; Drop Hammer Operator	3,196	46	\$14.82
<u>Grinding, Lapping, Polishing, and Buffing Machine Tool Setters, Operators, and Tenders, Metal and Plastic</u> Set up, operate, or tend grinding and related tools that remove excess material or burrs from surfaces, sharpen edges or corners, or buff, hone, or polish metal or plastic work pieces. Illustrative Examples: Barrel Polisher; Jewel Bearing Facer; Metal Filer	8,541	155	\$16.85
<u>Heat Treating Equipment Setters, Operators, and Tenders, Metal and Plastic</u> Set up, operate, or tend heating equipment, such as heat-treating furnaces, flame-hardening machines, induction machines, soaking pits, or vacuum equipment to temper, harden, anneal, or heat-treat metal or plastic objects. Illustrative Examples: Metal & Plastic Annealer; Metal & Plastic Temperer; Induction Machine Setter	2,209	89	\$14.94
<u>Lathe and Turning Machine Tool Setters, Operators, and Tenders, Metal and Plastic</u> Set up, operate, or tend lathe and turning machines to turn, bore, thread, form, or face metal or plastic materials, such as wire, rod, or bar stock. Illustrative Examples: Gear Cutter; Screw Machine Operator; Threading Machine Setter	5,941	108	\$18.97

<u>Lay-Out Workers, Metal and Plastic</u> Lay out reference points and dimensions on metal or plastic stock or workpieces, such as sheets, plates, tubes, structural shapes, castings, or machine parts, for further processing. Include shipfitters. Illustrative Example: Location and Measurement Technician	350	5	\$25.94
<u>Machinists</u> Set up and operate a variety of machine tools to produce precision parts and instruments. Include precision instrument makers who fabricate, modify, or repair mechanical instruments. May also fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures. Illustrative Examples: Electrical Instrument Maker; Machine Fitter	28,022	622	\$18.95
<u>Metal Workers and Plastic Workers, All Other</u> All metalworkers and plastic workers not listed separately. Illustrative Examples: Balancing Machine Operator; Film Casting Operator; Nail Making Machine Setter	9,404	213	\$24.31
<u>Milling and Planing Machine Setters, Operators, and Tenders, Metal and Plastic</u> Set up, operate, or tend milling or planing machines to mill, plane, shape, groove, or profile metal or plastic work pieces. Illustrative Examples: Broaching Machine Operator; Profiler Operator; Scribing Machine Operator	1,789	28	\$16.35
<u>Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic</u> Set up, operate, or tend more than one type of cutting or forming machine tool or robot.	8,174	222	\$20.88

	<u>Rolling Machine Setters, Operators, and Tenders, Metal and Plastic</u> Set up, operate, or tend machines to roll steel or plastic forming bends, beads, knurls, rolls, or plate or to flatten, temper, or reduce gauge of material. Illustrative Examples: Forming Roll Operator; Rolling Mill Operator; Tubing Machine Operator	1,954	43	\$15.00
MANAGEMENT/ENTREPRENEURS HIP	<u>Advertising and Promotions Managers</u> (Media Director) Plan and direct advertising policies and programs or produce collateral materials, such as posters, contests, coupons, or give-aways, to create extra interest in the purchase of a product or service for a department, an entire organization, or on an account basis. Illustrative Examples: Campaign Director; Circulation Director	1,108	23	\$42.43
	<u>Marketing Managers</u> Determine the demand for products and services offered by a firm and its competitors and identify potential customers. Develop pricing strategies with the goal of maximizing the firm's profits or share of the market while ensuring the firm's customers are satisfied. Oversee product development or monitor trends that indicate the need for new products and services. Illustrative Examples: Fashion Coordinator; Marketing Director	3,004	75	\$39.61
	<u>Sales Managers</u> (Customer Service Manager) Direct the actual distribution or movement of a product or service to the customer. Coordinate sales distribution by establishing sales territories, quotas, and goals and establish training programs for sales representatives. Analyze sales statistics gathered by staff to determine sales potential and inventory requirements and monitor the preferences of customers. Illustrative Examples: Director of Sales; Export Manager; Regional Sales Manager	12,040	296	\$40.37

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MEDICAL ASSISTANT	<u>Medical Assistants</u> (Morgue Attendant, Physician's Aide) Perform administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. Exclude "Physician Assistants" (29-1071). Illustrative Example: Ophthalmic Aide	14,681	647	\$12.48
	<u>Medical Equipment Preparers</u> Prepare, sterilize, install, or clean laboratory or healthcare equipment. May perform routine laboratory tasks and operate or inspect equipment.	1,399	38	\$13.17

MEDICAL TRANSCRIPTIONIST	<u>Medical Transcriptionists</u> Use transcribing machines with headset and foot pedal to listen to recordings by physicians and other healthcare professionals dictating a variety of medical reports, such as emergency room visits, diagnostic imaging studies, operations, chart reviews, and final summaries. Transcribe dictated reports and translate medical jargon and abbreviations into their expanded forms. Edit as necessary and return reports in either printed or electronic form to the dictator for review and signature, or correction. Illustrative Example: Medical Stenographer	3,308	107	\$14.83
OFFICE ADMINISTRATIVE ASSISTANT - EXECUTIVE/LEGAL	<u>Executive Secretaries and Administrative Assistants</u> Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. Exclude "Secretaries" (43-6012 through 43-6014). Illustrative Example: Administrative Aide	39,448	694	\$18.08
	<u>Secretaries, Except Legal, Medical, and Executive</u> Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. Exclude legal, medical, or executive secretaries and administrative assistants (43-6011 through 43-6013). Illustrative Examples: Personal Secretary; Office Secretary; Receptionist Secretary	60,082	1,046	\$13.64

OFFICE ASSISTANT-MEDICAL	<u>Executive Secretaries and Administrative Assistants</u> Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. Exclude "Secretaries" (43-6012 through 43-6014). Illustrative Example: Administrative Aide	39,448	694	\$18.08
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	<u>Medical Secretaries</u> Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence. Illustrative Examples: Psychiatric Secretary; Dental Secretary	14,229	248	\$13.52
PRACTICAL NURSING	<u>Licensed Practical and Licensed Vocational Nurses</u> (Maternity Nurse) Care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required. Illustrative Example: Licensed Attendant	17,405	401	\$18.17

WEB PAGE DESIGNComputer Specialists, All Other

All computer specialists not listed separately. Illustrative
Example: Computer Laboratory Technician

9,441

123

\$27.04

1. The average wages and demand for the listed occupations are estimates and will vary by industry, geography, and a candidates skills and experience.
2. The occupations listed are not intended to be all inclusive but are meant to represent a sampling of the fields that the short term training programs would prepare an individual to enter. Individual employers may require, at their discretion, additional training, experience or skills as a requirement for employment.
3. Median hourly wage represents the rate of pay per hour at which half of those working in the profession made more than the amount noted and half made less in calendar year 2005. It is not the average pay per hour.

For information on admittance or career counseling, please contact the community college's Admissions Office or Student Services Office.